

**TRANSMITTAL SLIP**

**5 November 1957**

**TO:**

**Acting Director of Logistics**

**ROOM NO.**

**1C50**

**BUILDING**

**Quarters Eye**

**REMARKS:**

**J. R.:**

50X1 I assume that  will talk to Jim Harrison about this; consequently, I have deliberately written my memorandum so that Bob can show it to Jim to satisfy him that we have considered the matter very carefully.

Inasmuch as John Warner is our new Legislative Counsel and probably has not met Mr. Harrison, I also suggest that you get in touch with him and see if he would like to accompany you when you go up.

✓cc: Legislative Counsel

/s/

**LKW**

**FROM:**

**Deputy Director (Support)**

**ROOM NO.**

50X1 **124A**

**BUILDING**

**East**

**EXTENSION**

5 November 1957

**MEMORANDUM FOR:** Director of Logistics

**SUBJECT** : Linotype Machine for the Technical Services Staff

**REFERENCES** : (a) Memo dtd 18 Oct 57 to DD/S fr COP/DDP, subj.: "TSS Request for a Linotype Machine."  
(b) Memo dtd 23 Oct 57 to DD/S fr A-D/Log, subj.: "Comments on Staff Study dtd 18 Oct 57 by Acting Chief of Operations, DD/P, subj.: "TSS Request for Linotype Machine."

1. I have today made a physical inspection of the activity in the Technical Services Staff which proposes to use the linotype machine requested in reference (a) and reviewed the actual work now being done by hand which this machine will do in part. As a result of this inspection I am satisfied that a linotype machine will improve the work of this Staff both in quality and timeliness. Inasmuch as TSS can reduce its personnel strength by two positions when it gets the machine, this purchase appears to be economically advantageous. I am also convinced that considerations of security and efficiency make it almost essential that the imitative printing be done in the TSS plant.

50X1 2. In view of the full workload which linotype machines now in the Printing Services  
50X1 Division, Office of Logistics, are carrying, the transfer of one of these machines to the Technical Services Staff does not appear to be desirable. Messrs. [redacted] of TSS assure me of their willingness to work closely with the Printing Services Division in order to avoid if possible (and, if not, to minimize) any duplication of equipment necessary to print in foreign languages.

3. I have, therefore, concluded that:

a. We should obtain a linotype machine for the Technical Services Staff in accordance with their request in reference (a). The Director of Logistics is requested to accomplish the necessary clearances with the Joint Committee on Printing.

b. The Director of Logistics and the Chief, Technical Services Staff should reduce to writing a standard operating procedure which will insure that all of our linotype machines are used with maximum efficiency and that duplication of ancillary equipment is kept to an essential minimum.

cc: COP/DDP  
C/TSS  
~~Comptroller~~  
✓ Legislative Liaison  
SSA-DD/S

151  
L. K. White  
Deputy Director  
(Support)

**SECRET**

DD/S

57-3311

TO: Deputy Director (Support)

OCT 18 1957

SUBJECT: TSS Request for a Linotype Machine

1. This Staff Study contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 7.

2. PROBLEM:

To provide TSS with a Linotype Machine Model #30 and matrices for various languages as may be required in order to facilitate the work of the Staff.

3. ASSUMPTIONS:

TSS will not use the linotype facility for FF printing which is recognized by the DD/P as a responsibility of the Printing Services Division.

4. FACTS BEARING ON THE PROBLEM:

- a. TSS is presently hand-setting type and cutting plates by hand. Both of these processes are wasteful of time and manpower.
- b. No operational security problem is encountered by TSS using a Linotype since this machine is now sold widely throughout the world.
- c. TSS could use the Model #29 Linotype which is used by FSD. However, the Model #30 is preferred because of its greater

d. TSS estimates a minimum requirement of 4 hours per day use of a Linotype.

e. TSS will release two ceiling positions if their request is granted.

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